Student Name_____ Instructor Name_____

High School or Vocational Center_____Grade_____

COMPETENCY RECORD FOR ARTICULATION
Muskegon Community College
Computer Information Systems

mCC

Please check below each skill the student has mastered as described, with 80 percent accuracy, or with an A or B grade. The skills needed for articulation of each course are listed.

CIS 119PP
Introduction to Presentation Graphics (using PowerPoint)
1 Credit Hour

Task	Satisfactory	Unsatisfactory
STUDENTS SHOULD BE ABLE TO DO THE FOLLOWING:		
Manipulate the PowerPoint environment including:		
Locating, opening, maximizing, minimizing, and closing PowerPoint on a Windows desktop		
Creating, naming, renaming, locating, saving and deleting PowerPoint files		
Create presentations using design templates		
Create presentations using AutoContent Wizard		
Save presentations as a web page		
Create file folders		
Identifying and using task bar elements		
Displaying and using menus and toolbars		
Use PowerPoints views and panes		
Create a textual presentation including:		
Start a blank presentation		
Create a title slide		
Insert new slides and use the outline tab		
Format text on slides		
Insert hyperlinks		
Edit slides including:		
Apply layouts		
Customize placeholders		
Change slide order		

Task	Satisfactory	Unsatisfactory
Modify backgrounds		
Add footer text		
Change designs including:		
Apply alternative design templates		
Apply multiple design templates		
Edit a design template		
Run and setup a slide show including:		
Start slide shows		
Navigate slide shows		
Rehearse timings		
Use the Set Up Show dialog box		
Use Pack and Go		
Workgroup collaboration including:		
Send presentations for review		
Insert and manage comments		
Working with images including:		
Insert and manipulate clip art		
Insert and manipulate pictures		
Insert and manipulate graphs		
Insert and manipulate organization charts		
Insert drawing objects on the draw layer		
Manipulate and format draw objects		
Order and group objects		
Label draw objects		
Insert text outside placeholders		
Insert and manipulate Organization Charts		
Insert and manipulate various business diagrams		
Insert tables including:		
Create a table structure		
Navigate and enter data		
Format table cells		
Add multimedia including:		

Task	Satisfactory	Unsatisfactory
Apply animation schemes		
Apply custom animation objects		
Add transitions		
Insert sound clips		
Customize presentations including:		
Change color schemes		
Customize slide backgrounds		
Edit an individual slide master		
Edit multiple slide masters		
Prepare supplements for printing:		
Print handouts		
Print speaker notes		
Integrate PowerPoint with Office XP		
Import text from Word		
Link a Word table to a PowerPoint slide		
Export a presentation as an outline		
Embed an Excel chart on a PowerPoint slide		
Edit shared objects		

Instructor's Signature_____ **Date**_____